

06 January 2004

MEMORANDUM


From: Code N111

To: Code N12

Subj: QUALITY REVIEW – FOURTH QUARTER QUALITY REVIEW

Encl: (1) MRC-N62306-01-D-B001-Modification and Task Order Listing
(2) PET II-N62306-01-D-7110-Modification and Task Order Listing

1. Pursuant to CONLOGSERDIVSOP 4200.15C, a quality review of the files for the period 01 August 2003 through 30 October 2003 has been conducted. There was a total of twelve actions for the MRC Contract N62306-01-D-B001 and eight of those actions were reviewed. This constitutes approximately 70% review of the files. There was a total of thirty-seven actions for the PET II Contract N62306-01-D-7110 and eight of those actions were reviewed. This constitutes approximately 22% review of the files. Enclosures (1) and (2) are a detailed listing of the records reviewed.
2. The MRC review was conducted by the undersigned. The PET II contract review was conducted by the undersigned and Contract Specialist Karen Artis. There were no findings for this fourth quarter Quality Review.
3. The review has provided evidence the contractual actions are being performed in accordance with published rules and regulations.


BRENDA M. BENNY
Contract Specialist
MRC and PET II Contracts

MRC N62306-01-D-B001 REVIEW

<u>TASK ORD</u>	<u>SPECIALIST</u>	<u>MONTH/YR</u>	<u>REVIEWER</u>
P00004	FLETCHER	01/04	BENNY
0013/03	LADNER	01/04	BENNY
0015/02	FLETCHER	01/04	BENNY
0016	BENNY	01/04	BENNY
0018	LADNER	01/04	BENNY
0019	FLETCHER	01/04	BENNY
0020	FLETCHER	01/04	BENNY
0021	FLETCHER	01/04	BENNY

PET II N62306-01-D-7110 REVIEW

<u>TASK ORD/MOD</u>	<u>SPECIALIST</u>	<u>MONTH/YR</u>	<u>REVIEWER</u>
0036-04	B. BENNY	01/04	K. ARTIS
0037-03	B. BENNY	01/04	K. ARTIS
0038-04	B. BENNY	01/04	K. ARTIS
0039-07	B. BENNY	01/04	K. ARTIS
0063	B. BENNY	01/04	K. ARTIS
0064	B. BENNY	01/04	K. ARTIS
0001/12	K. ARTIS	01/04	B. BENNY
0062	K. ARTIS	01/04	B. BENNY

QUALITY MANAGEMENT REVIEW (QMR) FOR (4th QUARTER 03)
31 Mar 04

1. IAW CONLOGSERDIVSOP 4200.15C dated 29 Mar 02, the QMR was conducted for 4th qtr FY03 by N112 team.
2. Two hundred twenty actions were placed during the review period, and 22 actions were reviewed reflecting 10% were reviewed. Enclosure (1) contains the list of contract files reviewed.
3. The following errors were noted:
 - a) Insufficient documentation in file to reflect other than low bidder award decision.
 - b) Inadequate documentation for price determination (blank memo 30 Sep 03).
 - c) Contract document marked set-aside for Small Business on GSA Order.
 - d) No determination of contractor responsibility in file.
4. The overall assessment of the files was acceptable and no quality deficiency trends identified. The primary concern was the lack of completed documentation for contract actions awarded in Sep 03. It was apparent in the file that documentation such as additional pricing memo's and other backup was to be completed at a later date however after several weeks (when the files were pulled for review) this documentation was not accomplished. This finding is directly attributable to the small and reduced staff in the N112 office and the necessity for immediate turn around for contract actions during this time frame. It is a difficult task to balance the necessity for customer support (immediate contract action) and proper compliance with rules and regulations, the adherence to the contract documentation and completion of memo's after award must be given higher priority by the contract specialists.
5. The findings of this quarter represent a downward trend in overall documentation quality. This trend can be attributed to the higher workload volume and the necessity to issue a large number of contract actions by the end of the fiscal year. However with the limited number of staff the contract documents and the overall acquisition strategies utilized all reflected a high degree of sophistication and commitment to customer support. The majority of folders were found to be in complete compliance with no findings.


Jonathan A Stanton

Quality Management Review (QMR), Fourth Quarter FY03
N112 Contract Files Reviewed

N62306-03-P-4S01
N62306-02-D-B004/0019
N62306-03-F-4103
N62306-03-F-4116
N62306-03-P-4084
N62306-03-P-5064
N62306-03-P-5083
N62306-03-P-1024
N62306-03-F-1039
N62306-03-P-2009
N62306-03-F-4082
N62306-03-F-2005
N62306-03-P-4107
N62306-02-D-B004/0039
N62306-03-D-3002/0002
N62306-03-P-4052
N62306-03-P-3021
N62306-03-P-1030
N62306-03-F-1031
N62306-03-F-4045
N62306-01-D-C053/0003
N62306-03-F-1S05/P00002